

# FTR Log Notes

Description		
<b>Date</b>	5 /28/2014	<b>Location</b> Civil Service Commission
Time	Speaker	Note
<u>9:01:00 AM</u>	Public Comment	There was no Public Comment.
<u>9:01:20 AM</u>	Item 3 - 4/23/14 Minutes	Commissioner Nash made a motion to approve as written; Commissioner Tappan approved and stated that he "likes the new minutes format." Commissioner Bergman abstained as he was absent from the last meeting. Motion passed 4-0-1.
<u>9:02:11 AM</u>	4a New Job Specification	Personnel Analyst, Jamie Azarvand introduced Kami Griffin, Assistant Planning Director and Cheryl Journey, Chief Building Official.
<u>9:03:15 AM</u>	Jamie Azarvand	Introduced the new specification of Building Division Supervisor and stated the reasons for the new specification. The Department has been undergoing major reorganization and wants to align the building division structure with the planning structure. The Department wants to combine both into one efficient entity which would provide greater cross-training opportunities and career growth for current employees within the building division.
<u>9:05:13 AM</u>	Commissioner Nash	In the new configuration, would a supervisor be mandated to oversee a different division? Ms. Griffin stated that a building supervisor would only be utilized in the building division, not planning or operations divisions.
<u>9:06:24 AM</u>	Commissioner Caruthers	Stated that it was a "good staff report, very logical," however he asked for assistance in interpreting the organizational charts to see where the new specification would be placed. Ms. Azarvand assisted Commissioner Caruthers with his inquiry.
<u>9:09:14 AM</u>	Commissioner Caruthers	Asked how many individuals could potentially be involved in the reclassification. Ms. Journey stated that there are currently 12 or so employees who meet the current qualifications.
<u>9:10:08 AM</u>	Commissioner Caruthers	Asked if there would be a decrease or increase in staff head count as a result of the new classification.
<u>9:12:08 AM</u>	Ms. Journey	Answered that the head count would remain the same.
<u>9:12:25 AM</u>	Commissioner Bergman	Asked how many staff members would currently be eligible for the new position. Ms. Journey responded that approximately 12 would be eligible at this time.
<u>9:12:59 AM</u>		
<u>9:14:42 AM</u>	Commissioner Bergman	Asked if any current specifications would be deleted as a result of this new specification. Ms. Journey responded that potentially three specifications could be deleted as a result.
<u>9:16:10 AM</u>		
<u>9:16:33 AM</u>	Commissioner Bergman	Asked specifically if the Assistant Building Official specification would be made obsolete. Ms. Journey responded that she expected so after the current budget cycle.
<u>9:16:57 AM</u>	Tami Douglas-Schatz	Indicated that HR had an internal discussion re: making appropriate specifications obsolete and that HR will bring back the obsolete specification/s to the Commission in the future.
<u>9:17:39 AM</u>	Commissioner Tappan	Expressed concern re: certification for the position and whether or not employees will be provided an opportunity to receive appropriate certifications. Ms. Journey responded that they would. Mr. Tappan asked if SLOCEA was involved in the specification process.
<u>9:18:32 AM</u>	Theresa Schultz/SLOCEA	Indicated they were involved in discussions with HR and all of their concerns were addressed.
<u>9:19:02 AM</u>	President Chapman	Asked if any thought had been given to combining the qualifications for planning and building specifications, granting the department greater flexibility. Ms. Griffin indicated that this is not likely because both areas require speciality knowledge and that typically Planners have one type of education requirement and skillset and Building specialists have a different education and skillset.

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<u>9:24:52 AM</u>	President Chapman	Indicated that he didn't fully comprehend the required certification. Commissioner Nash agreed the licensure verbiage was confusing. Jamie Azarvand and Ms. Griffin discussed further and agreed to amend the specification for clarification. She also indicated that the job announcement and supplemental questionnaire could be customized in the future to attract the right candidate pool with the licensure the Department is seeking.
<u>9:31:16 AM</u>	Commissioner Nash	Stated that she is a strong proponent of cross-training staff wherever possible.
<u>9:33:02 AM</u>		
<u>9:33:23 AM</u>		
<u>9:34:38 AM</u>		
<u>9:35:49 AM</u>	President Chapman	Asked if there was any public comment regarding the specification. Being none, he closed the Comment Period.
<u>9:36:35 AM</u>		
<u>9:36:43 AM</u>	President Chapman	Asked for a motion to approve the specification as amended: Commissioner Caruthers made the motion; Commissioner Tappan seconded the motion. Motion passed 5-0-0.
<u>9:37:15 AM</u>	Item 5 Reports	President: President Chapman stated he'll be absent from the June meeting. Commissioner Nash indicated she will as well. The Commission determined there will still be a quorum so the June meeting can move forward.
<u>9:37:52 AM</u>	Nina Negranti	Counsel: Nina Negranti indicated she did not have a report.
<u>9:37:57 AM</u>	Tami Douglas Schatz	Ms. Douglas Schatz stated that the two May dates HR had originally asked for as tentative hearing dates were vacated and the issues were resolved. The commission indicated they were pleased the items were resolved.
<u>9:39:21 AM</u>	President Chapman	Asked if there was any Public Comment related to Closed Session. Being none, he closed the Public Comment period.
<u>10:18:30 AM</u>	President Chapman	Adjourned the proceedings into Closed Session.
<u>10:18:37 AM</u>	President Chapman	Reconvened into Open Session.
<u>11:04:03 AM</u>	Nina Negranti	Indicated that there were no reportable actions as a result of the Closed Session. President Champan adjourned the meeting at 10:19 a.m.